Navigation Basics

Trigger:
Need to access a specific web page in the myZou system.

Concept

This topic discusses some basic navigation elements common to the myZou application.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>(None)</td>
<td>No fields are entered in this topic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access various myZou pages</td>
<td>You will be able to navigate with in the myZou system.</td>
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</table>

Additional Information
No additional information provided.
Procedure

When navigating with the myZou application, do NOT use your web browser navigation (Back, Forward, Refresh, etc.) as this may cause the system to display the following message:

"This page is no longer available.

To continue, return to your most recent active page or select one of the navigation icons in the header above." (See image below)
### Step 1: Navigation Basics

1. **Displayed at the top of every page, is the universal navigation header. It contains the following possible links: Home, Worklist, Add to Favorites, and Sign out.**

   Some of these links may or may not display, depending on the implementation of your application.

2. **You click the **Home** link to return to the **Home** page, no matter where you are at in the system.**

   If you have begun data entry and have not saved, a warning message will display:
3. **Favorites** are similar to standard browser bookmarks for frequently accessed folders and content. Once you add a favorite, it is maintained under the My Favorites folder in the menu pagelet. Once a favorite is saved, expand the My Favorites folder and click the hyperlink you want to view. You use Edit Favorites to re-label and re-sequence your favorites. You can also edit saved favorites when a URL is updated or one is deleted.

   It is important to save hyperlinks within myZou in the My Favorites folder in the Main Menu because if you save these links in the web browser favorites, they will not open unless you are already signed in to the myZou system.

4. You click the **Sign out** link to sign out of the application and return to the sign in page. The sign in page displays to confirm that you have successfully signed out. Once you have signed out, no one can access the site from your computer without signing in.

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**Important!** For security purposes it is important that you use the sign out link when you are finished with your myZou session instead of simply closing the browser window. Whenever you access a secure site, it is recommended that you sign out to prevent another user access to the site through your browser window.
5. You use the **Worklist** link to display the **Worklist** page. A worklist is generated when you're using a workflow-enabled application and is an organized list of work items awaiting your attention. The Worklist page provides summary information about all items on your personal worklist. This page also provides links enabling you to view additional details about the work, navigate to pages where you can perform the indicated work, and reassign work items.

Depending on your security, you may not have this link.

6. myZou uses a **menu pagelet** to display a menu structure composed of a hierarchy of folders and content references that you can use to navigate to various application pages.

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**More info**

The home page contains the main menu, which is a general list of the areas you can link to in the myZou application.

**Note:** You may have more, fewer, or different menu items than are displayed in the images contained in myZou training material.

Navigation using the main menu consists of a hierarchy of folders. Expanding and collapsing these folders is the primary means of getting around the myZou application.

A right-facing arrow before a listing indicates that there are more levels to view under that heading. Click on one of these arrows to expand the menu.

From this point you can expand any folder to access additional folders that open transaction pages. A right-facing arrow means there is more under this menu item. Click the right-facing arrow to expand the menu further. A dash before a listing (-) indicates that it is a direct link to pages where transactions are performed and that the menu item is expanded as far as it goes. These direct links each represent a specific transaction or view of data already entered.

The buttons at the top right of the menu refresh, minimize, or close the menu. The refresh button returns the menu to the home state. You may minimize the main menu as necessary to see more of the page. If you close the menu, you will not be able to get the menu back unless you sign out of the system and then sign back in. It is not recommended to close the menu.

Use the Search feature at the top of the main menu to search for a page within the application. Enter the name of the page you want to find and press Enter or click . This action opens the Search page displaying the
results. If your search produces a large number of results, modify your search criteria and select the Search Within Results option, then Find, to narrow your search further.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>7.</td>
<td>Expanding and collapsing these folders is one way of getting around the myZou application. If you click on the menu item words, the display panel (the area to the right of the menu) will display the menu options contained with in the menu folder. Click the <strong>Curriculum Management</strong> link.</td>
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</tbody>
</table>
In addition to the menu pagelet, myZou applications include **navigation pages**, which serve as alternatives to the menu pagelet. These navigation pages provide a user-friendly navigation tool in the form of task-driven pages that provide intuitive access to pages needed to complete your business processes. These navigation pages can be configured to incorporate the use of icons to further increase your ability to intuitively navigate through tasks.

**Using the Navigation Folders and Page Links**

In addition to the main menu, myZou applications include navigation folders, which serve as alternatives to the main menu. These navigation folders provide a user-friendly navigation tool in the form of task-driven folders that provide intuitive access to the pages needed to complete your transactions. Inside each folder are the links that take you directly to the pages you need to access. Page links are displayed as hyperlinks, meaning that you can click the underlined word to open the selected page.
In the sample screen shot, when you select the words Curriculum Management and then Schedule of Classes from the main menu, the right window displays subfolders containing all of the page links available to you. In this example, under the Schedule of Classes main folder there are several direct page links.

The main menu, the navigation folders, subfolders, and page links are the tools you’ll use to navigate to the pages in myZou where you’ll do your work.

If the main menu is used for navigation, there are two ways to view submenus:

1.) You may click on the arrow to view submenus under that folder. However, the submenus will only display in the menu bar, the folders will not display on the right side of the screen.

2.) You may click on the actual word to view submenus. When the word is selected, the submenus display in the left menu bar and the folders also display on the right side of the window, with the page links in each folder also displayed.

**Note:** When you see a dash in front of a menu item it is an indication that there are no submenus or subfolders available beneath the item. To access items preceded by a dash, click on the word (hyperlink).
Step 9. You can click either the link or the icon to navigate to the next level. Click the **Schedule of Classes** button.
<table>
<thead>
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<tr>
<td>10.</td>
<td>Components are associated with the lowest level of the hierarchy. When you access this level, the corresponding page or search page appears to the right of the menu pagelet. Click the <strong>Maintain Schedule of Classes</strong> button.</td>
</tr>
</tbody>
</table>

![Maintain Schedule of Classes](image)
<table>
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<tr>
<td>11.</td>
<td>The <strong>Maintain Schedule of Classes</strong> search page is displayed. After entering the criteria to be used to perform the search, click the <strong>Search</strong> button. <strong>NOTE:</strong> For more information on conducting a search, see the Using Search Pages document.</td>
</tr>
</tbody>
</table>
Step | Action
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12. | All records that meet the entered search criteria will display in the Search Results table.

Select the desired record from the **Search Results** table by clicking the record.

If the search results only finds one matching record, the data entry page will open instead of populating the **Search Results** table.
13. To enter data in the myZou application, you first access a **component**. Components consist of several **pages** within the same window. Usually these are pages that are related and need to be completed in succession. To move between the pages, you can select the **folder tabs**, press the corresponding **access key**, or click the **links** at the bottom of each page.

Click the **Enrollment Cntrl** tab.
Step 14. The links appear below the row of buttons.

Folder tabs, access keys, and links are discussed in more detail in the "Navigating To and Within Pages" lesson of this course.
### Step 15
Occasionally you will see pages that, in addition to having links to other pages in the component, have links to related components or pages. The related links appear at the bottom of the transaction area above the toolbar. Click any of these links to access that page or component. This convenience enables you to move easily to related transactions for the same key field to enter data without going through the search process again. When you click a component link, you will notice that the new transaction contains the same component links, enabling you to return to the original transaction if desired. The component or page in which you are working appears in black text and is not underlined.

Some applications, like this component, identify these related links in another way. This example has a "Transfer To:" drop-down list box that contains related components and a "Go" button. There also could be the phrase "Go to:" along with the related links at the bottom of a page, or a drop-down list box with "…More" that contains additional related transaction links.

### Step 16
Just below the universal navigation header sits the **pagebar**, which is a series of links and buttons. The availability of these options are controlled by the application developer. All options may not be available for each component.
Step 17. Click the **New Window** link.

You can use the New Window link to open a new browser window, or child window. The new window shows the current component page as well as the navigation to your current position. From this window, you can view or enter data. You can open as many child windows as needed using the New Window link. Do not use your browser's File, New, Window feature. Doing so copies the current HTML from the parent window, instead of opening a new myZou-maintained window session.

**NOTE:** Although there is no limit to the number of windows you may have open, it is best to close additional windows when you are done with them because having multiple windows open can be confusing.
### Step 18
Notice the new browser window. To close the new window, click the **Close** button.

**Warning!** Be careful not to close all of the myZou browser windows as you will lose any unsaved data.

### Step 19
The **Help** link opens online myZou help documentation for the specific transaction page that is displayed.
Step | Action
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20. | The **Customize Page** link enables you to control the display of the page.

Click the **Customize Page** link.
Step | Action
--- | ---
21. | Use this page to:
   - Select the initial page in the component to be displayed.
   - Save the state of the expanded and collapsed sections.
   - Save the state of the View All settings on the page for grids and scroll areas.
   - Customize the page field tabbing order.
   - Copy and share the settings that you have saved for the customized page.
   Click the **Cancel** button.

22. | You use the **http** icon to copy the current page URL to the clipboard so that it is available for pasting in emails or other applications. The copied URL includes page, action, and search key information to display in the context of the portal, if you are using the portal. If you did not pass through the portal, then the system displays the page only without the portal frames.
23. After making any changes to a page, you must click the Save button in order for the system to commit your changes to the database. Pages in a component are treated as a single entity when you try to save data. If you have not completed all required fields, the system prompts you to enter additional data. Point to the Save object.

24. myZou Buttons and Page Links
The following is an alphabetical list of buttons and page links you will encounter in myZou with their hot keys, if any, and their functions. A hot key is a key sequence, (or combination of keys clicked at the same time), that performs a defined action.
Step | Action
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25. | You have successfully navigated within the myZou application.

End of Procedure.